Basic job skills:

Electrician

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| **Tasks for the electrician:**   * read construction drawings, plans and instructions * assess the equipment, material and time required to perform a particular job * assemble electrical installations as described on construction drawings * follow product and assembly descriptions * document work quality and non-conformities * comply with procedures for health, safety and the environment (HSE) * communicate with customers and colleagues in order to perform a job * provide instructions in how to use new equipment |

**Reading**

**On a daily basis the electrician will:**

* read construction drawings, work orders and plans
* read brand names and model numbers on articles
* read signs and safety instructions
* read and check lists of parts and serial numbers
* take readings of results from electronic measuring equipment
* read messages and emails

**Regularly the electrician will:**

* read work-related descriptions and installation instructions
* read HSE information
* read detailed job instructions
* read detailed job specifications
* read training material for certification
* read manufacturers’ product and assembly descriptions

**Occasionally the electrician will:**

* read excerpts from laws, regulations and standards
* read information relating to their own employment relationship
* read environmental and waste management plans
* read maps and GPS
* read shipping documents and packing slips when receiving goods
* read the company’s internal procedures and instructions

**Writing**

**On a daily basis the electrician will:**

* write brief notes and sign forms
* fill in forms on work quality and non-conformities
* log and document their own work
* write brief instructions when ordering parts
* write declarations of conformity when work is completed
* fil in timesheets and forms regarding hours worked

**Regularly the electrician will:**

* write brief messages and instructions
* prepare overviews of materials used
* prepare underlying invoice documentation
* fill in work lists
* write detailed lists of the equipment and tools required for a job
* complete work orders and additional orders for the customer’s approval
* write messages and emails

**Occasionally the electrician will:**

* fill in forms to map risks
* prepare documentation and brief reports documenting that work has been carried out in accordance with applicable standards
* write notes or explanations in connection with training and courses
* respond to questionnaires in writing
* fill in non-conformity forms in the event of serious incidents
* fill in forms relating to their own employment relationship

**Oral skills**

**On a daily basis the electrician will:**

* describe their work and agree on times and costs with customers
* cooperate and coordinate with other operators on the same construction site
* communicate with colleagues about daily tasks
* report on the progress of the work
* take part in lunch and break conversations
* listen to explanations of the work plans for the day

**Regularly the electrician will:**

* talk to different suppliers to obtain offers for goods and services
* listen and respond to oral instructions and participate in training
* receive brief instructions and discuss the work with superiors and colleagues
* explain how customers can use electrical appliances correctly
* discuss and propose changes in connection with plans

**Occasionally the electrician will:**

* discuss problems relating to work procedures or execution with the supervisor or others
* explain and discuss the choice of materials and solutions to problems with customers
* discuss questions with other sub-contractors when problems arise
* answer oral questions relating to training and instructions
* talk to people involved in the follow-up of apprentices
* discuss and provide input on the working environment
* report and communicate about incidents or accidents
* conduct performance reviews with the supervisor

**Numeracy**

**On a daily basis the electrician will:**

* make estimates of costs
* calculate the total cost of an assignment
* recognise the correct version and interpret serial numbers on equipment
* measure and record sizes
* calculate the required to carry out a job
* use a yardstick
* interpret work drawings
* calculate the quantities needed to carry out a job

**Regularly the electrician will:**

* check their own payslip
* keep an overview of stocks
* calculate the amount of materials needed for a particular job
* compare prices from different suppliers
* fill in timesheets
* estimate driving distances
* use maps, GPS and road atlases to calculate distances and preferred routes
* check bills and invoices
* prepare underlying invoice documentation

**Occasionally the electrician will:**

* calculate their own piecework pay
* choose between piecework contract or tender
* calculate the materials needed and the size of a project
* assess staff requirements on the basis of a progress schedule and the workload
* check stocks

**Digital skills**

**On a daily basis the electrician will:**

* use digital tools to communicate with the employer and customers
* enter and check assignments and appointments in a calendar
* make appointments with customers via email and messages
* order parts from remote warehouses and suppliers online
* use electronic equipment to perform measurements
* search the internet and intranet for information and instructions

**Regularly the electrician will:**

* fill in information about completed assignments on electronic forms
* check delivery times and terms and conditions from different suppliers online
* send emails with attachments
* fill in electronic timesheets
* check that electronic invoice documentation has been completed
* check inventory status in the electronic stocks
* trace shipments and determine delivery times
* check online tender services
* use a smartphone and tablet with different apps relating to tasks
* use a variety of appropriate computer programs
* take photos as documentation
* use various learning resources

**Occasionally the electrician will:**

* check electronic databases for standards and legislation
* submit tenders and cost estimates as email attachments
* use calculation tools to modify and assess tenders
* write contracts and store them in electronic archives
* submit applications for the approval of modifications / new installations using electronic forms
* use social medial to keep up to date and advertise their own business
* update electronic travel logs
* use standard office software
* compare prices from different suppliers
* order goods for delivery to customers in connection with larger assignments
* use various digital arenas for collaboration and communication